

CHECKLIST

For a BYU Housing Contract

The living environment of its students is an integral component of the unique experience Brigham Young University seeks to provide. Therefore, the University in its sole discretion reserves the right to determine which off-campus housing properties will be contracted for its students. All owners seeking a BYU contract or contracted owners seeking to obtain a contract for additional facilities must first visit with a housing official and provide the following information to the BYU Off-Campus Housing Office (P O Box 27909 or 2170 WSC, Provo UT 84602-7909). This visit is to collect information and initiate consideration of the process which may lead to contracted housing, but does not mean a contract will be granted now or in the future.

Additions to the BYU Contracted Off-Campus Housing program must not impose an unreasonable administrative burden on the university. This Contracted Housing Checklist outlines the requirements for obtaining a BYU contract. **First**, determine that your property is within the BYU contracted boundaries. See www.byu.edu/offcampushousing. **Second**, be aware that obtaining a contract for basement apartments is usually difficult mainly because of limitations created by BYU Minimum Specifications. **Third, You are strongly advised to obtain a Zoning Verification Form from the seller or from Provo City before purchasing a rental property.**

First Meeting Requirements

- Owner/Developer Interview:** Every owner/developer is required to meet with an off-campus housing official to review this process.
- Disclaimer:** Discuss and sign the BYU Contracted Housing Disclaimer providing a copy for OCH and the owner. You acknowledge that this meeting is no indication that a contract will be granted now or in the future, that the Agreement for Contracted Off-Campus Housing is an annual agreement and that BYU may or may not enter into subsequent contracts based upon the university's sole discretion. You acknowledge receipt of a Contract Packet and Checklist and verify the process for obtaining a BYU contract has been explained and an opportunity to ask questions has been provided.
- Consent and Disclosure Form:** Discuss and sign the Consent and Disclosure Form.
- BYU Off-Campus Housing Handbook:** The handbook is found at www.byu.edu/offcampushousing on the home page or a hard copy is available at the Off-Campus Housing Office. You acknowledge the handbook governs the Off-Campus Housing Program.
- Application Deadlines:** The University will not review applications for new properties and owners during the months of August and September due to the administrative burden at the beginning of fall semester.

First Required Documents

- Owner Application Information Form:** The *Application Information Form* including the *Agency Authorization Form* requests information about the facility, the owners and their agents. In addition you are required to submit a description of the organizational structure of the proposed property and the role that each person will have with the students.
- Written Business Plan:** Submit your business plan in writing addressing the items list below.
 - Description of Need:** Describe why the property and location meet the university's needs and is a desirable property for university housing.
 - Location:** Submit the address of the proposed facility to determine if it is a desirable location and a description of why it meets the university's needs.
 - Integration with the BYU Off-Campus Housing Objectives:** Submit a description of how this facility helps the university accomplish its mission and a comprehensive business plan of how you will achieve this objective. Include a list of amenities and services (including "green space") provided on-site for the students that will aid in meeting the academic and social needs of the students as determined by the university.
 - Management Plan:** Submit a management model showing plans for training and the hours planned for on-site management. A management training plan is very helpful to your application. Please be aware condominium complexes are not a desirable management format for BYU contracted housing and will only be considered if you can show the property and project governance structure will work exceptionally well in the off campus housing program.

- **Separation Plan:** For multi-unit facilities, owners desiring to house both men and women must submit a separation plan in writing (including site plans, dimensions and floor plans of the units). The plan must be reviewed and accepted in writing in the sole discretion of the university before a contract can be granted. Multi-unit complexes must separate men and women by building or by wings of buildings. When separation of genders is proposed to be accomplished in wings of a building instead of individual buildings, the design elements of the project must articulate a clear separation. Buildings of opposite genders may not have access to parts of the building except at the ground level, i.e. stairs and elevators may not be shared between buildings of opposite genders. Houses are not allowed to have both men and women.
- **Floor Plans:** Provide an 8 ½ X 11 inch architectural drawing with details including a floor plan showing room dimensions, door and window locations, bedroom window opening dimensions, hall dimensions, ceiling heights, enclosed closet bar dimensions, kitchen counter space dimensions, and square footage of each unit. You must resubmit the floor plans if there is a material change.
- **Landscaping Plans:** Provide plans for maintaining a clean and orderly landscape that will reflect an extension of the university campus and the separation of the genders.
- **Maintenance Plans:** Submit a property maintenance plan including emergency response, regular maintenance, and preventative maintenance. Provide a copy of the service contract if this service is outsourced.

Required Documents before Construction Begins

- **Contract Committee:** Your application shall be reviewed by a university committee, outside of Off-Campus Housing, that will decide whether or not the university will grant you a contract to house BYU students.
- **Agreement for Contracted Off-Campus Housing:** You shall agree in writing to comply with and pursue student compliance to the university's housing policies as stated in the *Agreement for Contracted Off-Campus Housing* and The BYU Off-Campus Housing Handbook. You must provide the names and addresses of at least two contacts. One must reside within the immediate area of Provo, Utah.

Final Requirements for BYU Contracted Housing

- **Progress Inspections:** Inspections shall be performed by an Off-Campus Housing Official to determine whether the property will be a welcome addition to BYU Off-Campus Housing and assess problems that might be correctable.
- **Facility Certification Document:** Owners shall certify in writing that their facility does comply with The BYU Minimum Specifications as outlined in section 20 of the BYU Off-Campus Housing Handbook by completing the front and back of the *Facility Certification Document* and signing on the front page. See www.byu.edu/offcampushousing .
- **Rental Dwelling License Application Response Letter:** Unless your property is owner occupied, you must submit to the Off-Campus Housing Office a copy of their *Rental Dwelling License Application Response Letter*. This Provo City document verifies Provo City's occupancy restrictions for your facility. You can obtain this document from Provo City for a fee of \$60. Please allow two to three weeks for a response letter from Provo City.
- **Zoning Verification Form:** A Zoning Verification Form is required if you are not required to obtain a Rental Dwelling License.
- **Handbook Training Exam:** *The BYU Off-Campus Housing Handbook Training Examination* is a take-home, open-book exam with 40 multiple-choice questions. The owner and their authorized agent(s) must pass the exam.
- **Final Inspection:** A final inspection shall be performed by an Off-Campus Housing Official to determine whether the property will be a welcome addition to BYU Off-Campus Housing and to confirm that correctable problems noted in the inspection(s) are resolved.
- **Create Net ID:** Create a Net ID on BYU's Route Y and submit the Net ID to the Off-Campus Housing Office to allow you access to the listing service and student address verification system.